**Sample Team Communications for Practices**

**Team [Corporation] Dragonboat Crew!**

This year’s corporate line up is bigger than ever before and we’ll be facing some stiff competition! It’s important that we nail down our timing and synchronization, and work on paddling as a cohesive unit in the boat. We will be meeting up at Tempe Town Lake this Saturday from 9:30am-11:30am for our first practice. Just a couple of housekeeping items…

* Please wear comfortable work-out or beach-wear clothing, and sandals/shoes/flip-flops that you don’t mind getting wet/dirty – Expect to get wet! It’s a WATER SPORT
* Please make sure you bring enough water! It will be hot, and you will be in full sun – I recommend at least 1 quart (32 oz). I personally haul around ½ gallon
* If you are not able to make it to practice, please inform Wendy or myself as early as you can. Its NOT Ok to just not show up!
* Wendy said that our custom designed crew caps may not be here in time, so please bring along an extra cap/hat as we will be in the full sun for most of the practice. In addition, please make sure you protect yourself with sunblock or the appropriate sun protection as IT WILL BE HOT OUT THERE!
* Please leave jewelry and valuables at home – you are responsible for keeping your cellphone/wallet safe. Leave it in your car, or if you must bring it on the boat, suggest using a water-proof case/pouch for it.
* Please see maps/images on the bottom of this email for where we will meet – look for the white Intel corporate tent. It will be the busiest Corporate practice day, so the marina will be very crowded, and parking might get scarce, so suggest you come early to find parking!
* Please be on time or even a little early! This is the busiest Corporate practice weekend and boats will be leaving every hour on the hour from 7am-7pm, and any delays incurred in the morning will impact those who practice later in the day. Plus, we have a lot to go over…

**Sample Team Communications for Race Weekend**

**Final Miscellania before Race Day!**

Volunteers for Food/Drinks/Equipment – thanks to everyone who pitched in a helping hand to bring the snacks! For people with larger items (e.g. case of water or coolers) you can come into the Marina parking area and tell the Parking attendant you are just dropping off food/equipment and they will let you in to do a curb drop-off. That way, you don’t have to haul your stuff from where you parked to the Intel Tent. Our tent will be close to where to first enter the parking area, so just pull up curbside and our tent is right at the top of the hill!

Cancellations – we understand when emergencies come up and you can’t make it. But please inform Wendy or myself as early as you know when you are not going to make it. If you can’t make the race festival due to last minute emergencies, we understand that these things happen. However, last year, we had 2 people who just inexplicably just decided not to show up for race day. That is NOT OK. You are impacting 20 of your teammates by not showing up. We would have to scramble looking for a replacement otherwise, your entire crew gets DQ’ed. Please, out of consideration for them, let us know EARLY.

Female Paddlers - we really need to keep all our female paddlers from here on out as some boats are right at the edge of missing the minimum 8 female paddler rules. And we can’t do swapping across boats easily as all 4 Intel boats will be either out racing, marshalling, or coming in all about the same time! So… please ladies.. no more drops – we need you on race day! J

Alternates – we’ve had a flurry of drops over the last couple of days (probably close to 10 people dropped out). As a result, each boat is down to around 1 alternate, which means that most people will be in most races. Get plenty of rest, and you should be carbo-loading now until race day. You will need some stamina to make it through the grueling day.

Team Intel Dragonboat Jerseys/Hats - No team shirts will be given out on race day – need to see Wendy Rios before hand – no exceptions!

Status Tracking App (new for 2017!)- <http://bestwave.com/race/> - then click on “Tempe”

o This year, new software is being used to let teams know when they need to head down to the marshalling tent. It will save a TON of time as we will no longer need to go down to the marshalling tent early and pointlessly wait around.

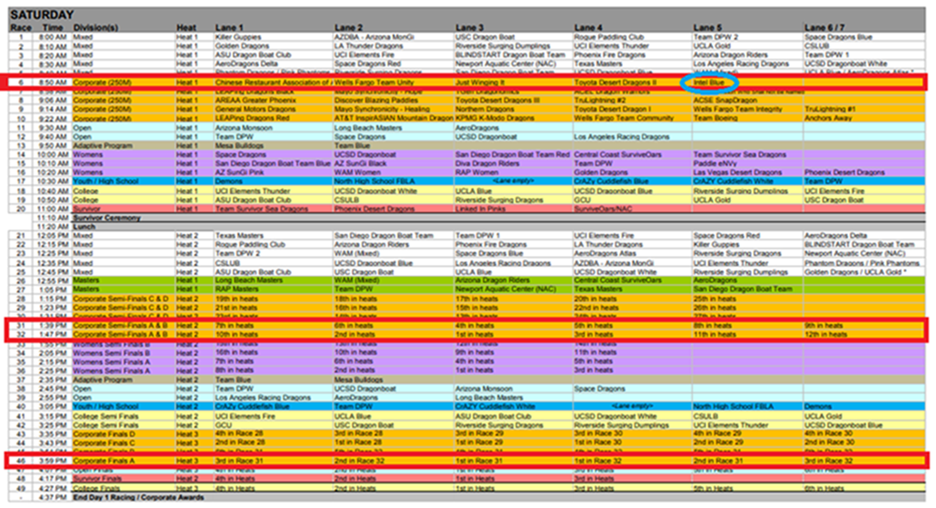
o You can track all the action using your smartphone, tablet, or PC.

o You and your family/friends can track how your boat is doing even if they don’t make it to the festival

o See attached email on how to access the information

Parking will be difficult, so please plan accordingly. **Arrive early (6:45am-7:00am) if possible to help with setup, but no later than 7:30**. We’ll have a lot to do before our first race… setup, warmups, race strategy talk… before we marshall. You will be arriving to a relatively empty tent as I will be at a captain’s meeting at 7am. I will promptly be back to the tent at 7:30am.

**Race Grids (v2):**

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Here is our tentative race schedule (please check [this link](http://azdba.org/2018-schedule/) for latest):

o **Preliminary Race** : 8:50am

o **Semi-Final Race** : 1:47pm (most likely)

o **Finals Race** : 3:59pm (most likely)

o **Medals Ceremony** : 4:37pm

The *Road to the Gold Medal in Corporate A Division* is this:

o Be Top 12 best times in our Preliminary Race

o Be Top 3 best times in our Semi-Final Race

o Be Top 1 in Finals ;-)

**Tentative Race Day Schedule / Agenda**

o **6:45am-7:30** – Arrive at Festival(**parking will be a zoo, so please plan your arrival accordingly**)

**Please consider arriving early to help with tent set up**. Since we have designated tent areas this year, we’ll do tent setup day-of when we arrive

o **7:00am-7:30** – Captain’s Meeting (Ben) – I will be coming back from this meeting at 7:30am so you may be arriving at a relatively empty tent J

o **8:00-8:15am** – Team Warmups/Stretching

o **8:15am-ish** – Be ready to head down to Marshalling Tent for Race #1

o **8:50am – Race #1 (Preliminary Heat)**

o **9:00am-12:00pm** – Free/Down Time, Rest, Relax, Hydrate, Stay out of Sun

o **12:00pm** – Lunch – on your own, bring your own or take advantage of Lunch Trucks

o **1:00pm –** Team Stretching

o **1:15pm-ish** – Be ready to head down to Marshalling Tent for Race #2

o **1:47pm – Race #2 (Semi-Finals)**

o **3:00pm** – Team Stretching

o **3:20pm-ish** – Be ready to head down to Marshalling Tent for Race #3

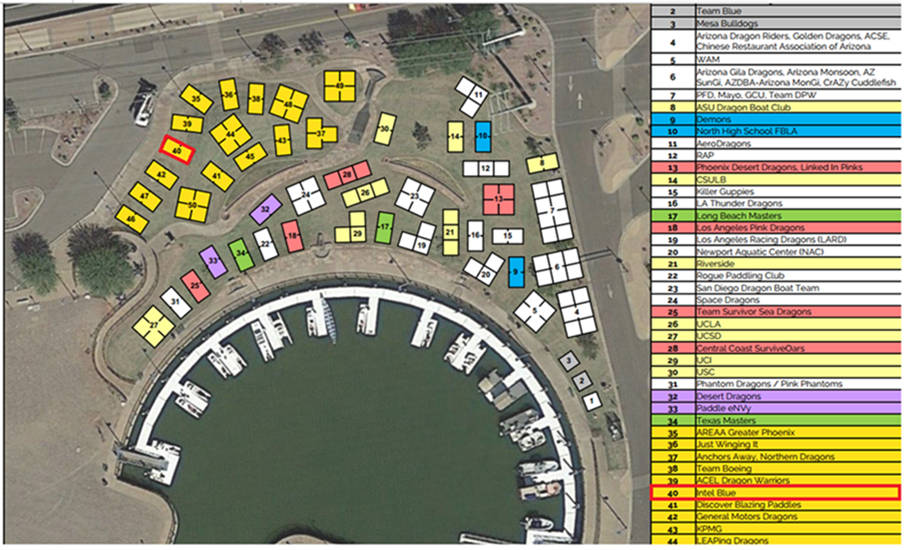
o **3:59pm – Race #3 (Finals)**

o **4:37pm –** Medals Ceremony

o **5:30pm –** Team Celebration HH (Reservations @McFate’s Brewery on Scottsdale Road)

**Team Intel Tent**

Our Team Tent is #40 (red highlighted box) – the designated drop-off area is where that white truck is near our tent, so drop off of any of your snacks, equipment, chair, and other stuff will be pretty convenient as its right next to our tent. Feel free to pull up and to that area and put your stuff down first before parking your car.



**What to Bring/Not to Bring**

Team Uniforms!

o Intel Racing Jerseys

o Black shorts/pants

Sitting equipment – lawn chairs, portable stools, fold-up or camping sitting equipment, pillows, small hammocks, chaise loungers, beach mats, towels, or whatever you want to sit on – we will be there from 7am-5pm, so you might as well get comfortable!

STAY OUT OF THE SUN – Being in the sun will sap your energy like nothing else. Please stay in the shade whenever possible. we will have a number of canopy type tents. Take shelter under one of the tents to conserve your energy!

Sunblock or any other sun protection you feel is appropriate. Even though we will be under tent cover during the long gaps in between races, there will be times you will be in full sun, so come prepared. Being sunburn will also sap your energy like nothing else, so please bring/use Sunblock!!!

Valuables – Please don’t bring any unnecessary valuables to the race. With that said, I will have a parking permit for my car in the main parking area, and you are free to keep valuables in there if you wish. However, please be aware I may be running around the whole day and may not be there when you need to get something out of the car. Just plan accordingly.

**Food / Lunch**

O *Snacks* – please refer to team food / volunteer spreadsheet – please sign up to bring at least one item – Thanks!!

o *Lunch* – bring your own, or take advantage of the food trucks that will be there. Here are the vendors this year:

§ **ATzin & ATzin** -serving Hot Dogs, Cajun Sausage, Nachos & Lemonade

§ **Waffle Burger -** serving Hamburgers in a waffle bun and drinks

§ **Hot Bamboo -** serving all your asian inspired favorites fresh

§ **Pizza my MuShu -** serving asian inspired Pizza made fresh on sight.

§ **Grandmas Navajo Fry Bread** - serving sweet and savory items wrapped in Fry Bread

§ **Glacier Snow** - serving creamy frozen treats perfect for a warm day

§ **C&A Snowie** - Serving Frozen ice treats

***General Rules during Festival***

o Stay near the tent as race time approaches to get final instructions - we need to head down to the marshalling tent together (race rules call for marshalling 45 mins before our designated race time).

o Check the updated roster line-ups for changes (each race may rotate in alternates to give previous paddlers extra time to rest).

o Take advantage of the food trucks/vendors.

o At the end of the day, please stick around the tent to pick up trash in our area before leaving. Let’s leave it cleaner than we found it, so that we are not a burden to AZDBA who works hard each year to put this event on for corporate teams.

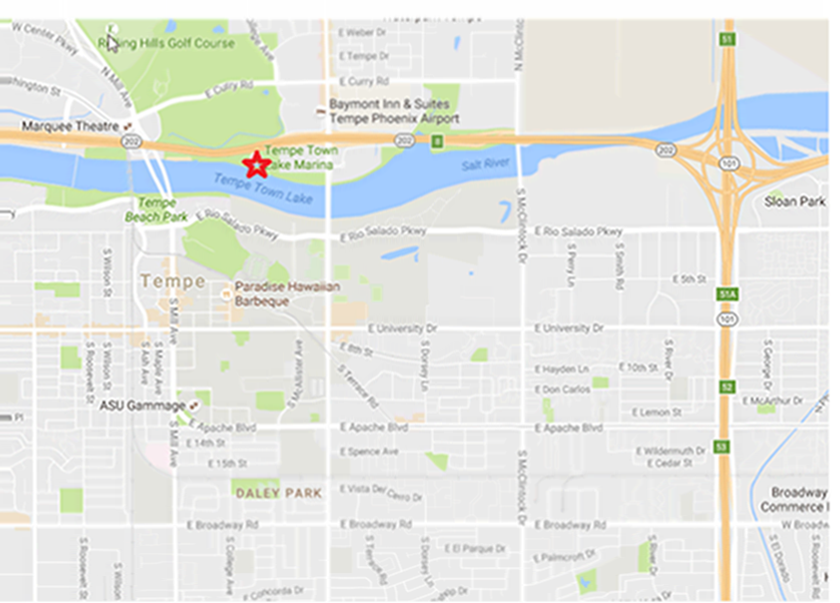
o If you need to get ahold of me on race day, please call or text me at 480-205-1295.

o No alcohol is allowed on the grounds during the festival. We will head over to a HH Celebration somewhere afterwards!

*See you guys bright and early on Saturday AM!! Get ready to bring your “A”-game!!! Paddles Up!*

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Here are the expanded maps and details I promised on how to get to TTL North Marina …



Directions (For those mapping it on a NAV, address is 550 E Tempe Town Lake, Tempe, AZ 85281):

1. If you are coming from Chandler, take the 101 North

2. Merge onto the 202 in Scottsdale and start heading West

3. Take the Scottsdale Road Exit – when you hit Scottsdale Rd, turn right (North), then immediately get into the left lane

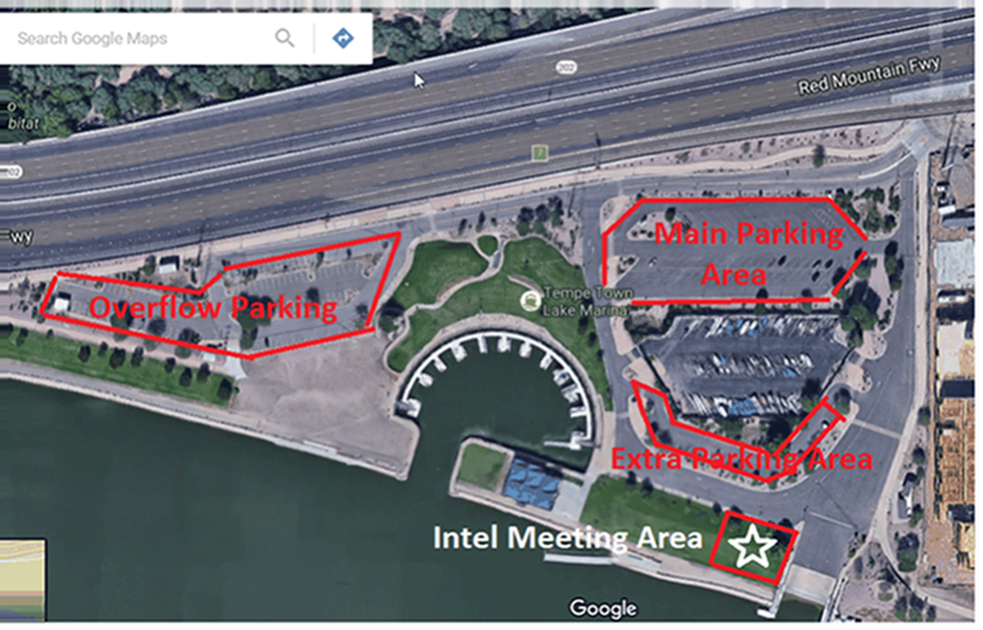
4. Take a left onto the Gilbert Road Access road right in front of the Baymont Suites Inn Hotel (if you’ve gone past the Baymont, you’ve gone too far)

5. Start looking for the GPTW signs on the sidewalk.

6. Follow the Gilbert Road access road under the 202 freeway bridge, and it will take you right into the TTL North Marina parking area



The White Star marks the spot where the Intel Corporate Tents will be set up. After parking, make your way to that area where the group will meet. At the sign-up table, please sign the waiver and you will be issued a paddle and PFD.



In the event that the parking is full in the 3 main marina areas, you will need to find parking outside of the marina area. Wilson Electric which is just before you head under the bridge may have parking, and the road just before the bridge that heads north into some apartment complexes has street parking. COME EARLY TO AVOID PARKING HASSLES!!